

FORMAL COMMUNICATION

TO:

Indiana's Workforce Investment System

FROM:

Dennis Wimer

Deputy Commissioner, Field Operations

DATE:

July 18, 2012

Technical Assistance Bulletin TAB 2012-01 Voter Registration

Purpose

To provide guidance to WorkOne personnel on voter registration in WorkOne Centers.

Content

The National Voter Registration Act of 1993 (NVRA) is a federal law designed to increase citizen's access to voter registration opportunities. In accordance with the NVRA, the Indiana Department of Workforce Development (DWD) is designated as a voter registration agency. As a voter registration agency, DWD will offer voter registration services to persons applying for DWD program services.

DWD will offer voter registration at all WorkOne offices via Internet, through the use of the Uplink system, and through the desk-top link to the online voter registration application through WorkOne public access computers.

Implementation

All customers using the Uplink system have an automatic link to take them to the voter registration electronic site. This link https://indianavoters.in.gov/PublicSite/PublicMain.aspx is Indiana's official voter registration site and customers may register to vote, check their voter registration, update their voter registration and view other services.

WorkOne office staff will assist customers with voter registration in the following manner:

• Create a link on each public access computer to the official State of Indiana voter registration site (see above for link).

- Unemployment Insurance customers who desire to vote will be instructed to sign-in to their Uplink home page and click on the link for voter registration, complete the voter registration form and submit the form electronically.
- Escort all other customers (not receiving or filing for unemployment benefits) who desire to register to vote, to one of the public-use computers. Staff will instruct the customer to click on the desktop link "Voter Registration," register to vote using the electronic application on the website and submit the voter registration form electronically.
- Assist customers, if requested, to complete the voter registration application. It is suggested that WorkOne personnel pre-print the VR-6 Indiana Agency Voter Registration paper application (see Attachments A to this TAB) in order to better assist the customer with the process for completion of the voter registration form in case the customer does not wish to complete and submit the electronic voter registration form.
- Please note that all efforts made by WorkOne personnel are to be in a cooperative manner to help the customer register to vote via electronic registration through linkage to the official Indiana voter registration site.

Paper application alternatives

- In the instance a customer wants to register to vote but prefers the paper-based application, the WorkOne staff will provide a pre-printed voter application to the customer. It is suggested that WorkOne personnel pre-print a few paper voter registrations and to keep them handy (in a place known to all staff) in order to provide quick assistance to the customer.
- Once the customer completes the paper application, staff will cut/tear neatly at the perforation line located in the center of the voter registration application. Staff will hand the customer the top portion of the VR-6 voter registration application. This portion of the VR-6 serves as a receipt for the customer.
- The bottom portion of the VR-6 is the official voter registration application. Staff will keep the voter registration in a secure location (the customer's driver's license number and/ or the last four digits of the customer's social security number, as well as other confidential information, are present on the voter registration form).
- At a minimum, each Friday, WorkOne staff will take all voter registration forms from the secure storage location, sort the voter registration applications by county of residence on the voter registration application. Once the sorting is complete, WorkOne staff will place the voter registration forms in the appropriate envelope(s) and mail (via certified mail) them to the appropriate county voter registration office(s). (See Attachment B to this TAB for a list of the county locations).
- All voter registration applications must be mailed within five days of completion by the customer.

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Questions regarding this technical assistance bulletin may be directed to:
Nancy Davisson
Director of Operations
Indiana Department of Workforce Development
10 N. Senate Avenue SE 304
Indianapolis, IN 46204
Email: ndavisson@dwd.in.gov

Attachment A: Indiana Agency Voter Registration Application Attachment B: Indiana County Voter Registration Offices



Printed Name

Signature

Address

INDIANA AGENCY VOTER REGISTRATION APPLICATION

State Form 47366 (R7/9-11)
Indiana Election Commission

Receipt or Declination of Voter Registration
KEEP THIS RECEIPT FOR YOUR RECORDS

Date (mm/dd/yy)

County of Residence

Registration Office Address

Name of Agency Employee

register to vote today? Yes (The agency where you apply to register is confidential.) No (I am registered to vote at the address where I live.) No IF YOU DO NOT CHECK ANY BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME. The fact that you have checked "NO" is confidential and the information will be used only for voter registration purposes. If you would like help filling out the voter registration form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private. Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency. Box 10: Identification Documentation This documentation is only required for individuals registering to vote in Indiana for the first time, and are sending the application by mail. Individuals applying to register at an agency are not required to provide identification documentation. Box 13: Voter Identification Number In Box 13, you are required to provide your Indiana driver's license number as issued by the Bureau of Motor Vehicles. If you do not have an Indiana driver's license, provide the last four digits of your social security number. If you do not have an Indiana driver's license number, or a social security number, a voter identification number will be assigned to you.						Acknowledgment Notice: Your application will be forwarded to your county voter registration office. The county office will send to you a notice acknowledging receipt of your voter registration application. The notice informs you whether your registration application was approved by the county voter registration office. The notice may identify where you can vote. If you have not received an acknowledgement notice within 30 days of completing this application, you should contact your county voter registration office. TAKE THIS RECEIPT TO YOUR POLLING PLACE ON ELECTION DAY. IF THIS RECEIPT INDICATES THAT YOU APPLIED TO REGISTER AT LEAST 29 DAYS BEFORE THE ELECTION YOUR RECEIPT WILL SERVE AS PROOF THAT YOU DID APPLY AND WILL PERMIT YOU TO VOTE ON ELECTION DAY, UNLESS THE COUNTY VOTER REGISTRATION OFFICE REJECTED YOUR APPLICATION. If you believe that someone has interfered with your right to vote, your right to choose your own political party or political preference, you may file a complaint with the Co-Directors of the Indiana Election Division, 302 West Washington Street, Room E204, Indianapolis, Indiana 46204-2743; (317)232-3939. If you want, you may first try to solve the problem by filing a complaint with the county voter registration office of the county where the violation occurred.					
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Gender Last Name Female Male					First Name	First Name Middle Name or Initial Suffix Jr. Sr. I					
Residence Address (No Post Office Boxes)					Apt. No.	City / Town			State IN	Zip Code	
Mailing Address, if different from Box 4, if same, print "SAME"					Apt. No.	City / Town			State	Zip Code	
Previous Voter Registration Address C			County		Apt. No.	City / Town			State	Zip Code	
Date of Birth (mm/dd/yy) 7 Telephone number (If available) 8			9 m	-mail (If a					Are you including identification documentation? (See instructions for Box 10 above.) ☐ Yes ☐ No		
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Indiana County Voter Registration Offices

Sign and Mail this Completed Voter Registration Application to the county where you live or to the Indiana Election Division

ADAMS

ADAMS
Adams Co. Circuit Court Clerk
112 S. Second
P.O. Box 189
Decatur, IN 46733 - 0189
(260) 724-5300 ext. 2110

ALLEN
Allen Co. Board of Voter Registration
1 West Superior Street, Suite 111
Fort Wayne, IN 46802 - 1213
(260) 449-7154

Bartholomew Co. Circuit Court Clerk P.O. Box 924 Columbus, IN 47202 - 0924 (812) 379-1604

BENTON

BI ACKEORD

BARTHO! OMEW

BENTON
Benton Co, Circuit Court Clerk
708 E. 5th Street
Suite 37
Fowler, IN 47944 - 1556 (765) 884-0930

BLACKFORD Blackford Co. Circuit Court Clerk 110 W, Washington St. Hartford City, IN 47348 - 2298 (765) 348-7217

Boone Co. Circuit Court Clerk 212 Courthouse Square Lebanon, IN 46052 - 2100 (765) 483-5251

BROWN Brown Co. Circuit Court Clerk P.O. Box 85 Nashville, IN: 47448 - 0085 (812) 988-5511

CARROLL CARRULL Carroll Co. Circuit Court Clerk 101 W. Main St. Delphi, IN 46923 (765) 564-6795

CASS Cass Co. Circuit Court Clerk 200 Court Park, Room 103 Logansport, IN 46947 - 3192 (574) 753-7870

CLARK Clark Co. Circuit Court Clerk 501 E, Court Avenue Jeffersonville, IN 47130-4090 (812) 285-6329

Clay Co. Circuit Court Clerk 609 E. National Ave. Room 211 Brazil, IN 47834 - 0033 (812) 448-9023

CLINTON Clinton Co. Circuit Court Clerk 265 Courthouse Square Frankfort, IN 46041 - 1993 (765) 659-6337

CRAWFORD Crawford Co. Circuit Court Clerk P.O. Box 375 English, IN 47118 - 0375 (812) 338-2565

DAVIESS
Daviess Co. Circuit Court Clerk
200 E. Walnut Street
P.O. Box 739
Washington, IN 47501 - 0739
(812) 254-8679 DAVIESS

DEARBORN Dearborn Co. Circuit Court Clerk 215 W. High Street Lawrenceburg, IN 47025 - 1909 (812) 537-8869

DECATUR
Decatur Co. Circuit Court Clerk
150 Courthouse Square Suite 244 Greensburg, IN 47240 - 2080 (812) 663-8223

DEKALB Dekalb Co. Circuit Court Clerk P.O. Box 230 100 S. Main Street Auburn, IN 46706 - 0230 (260) 925-9787

Delaware Co. Board of Voter Registration 100 West Main Street, Room 200 Muncie, IN 47305 - 2836 (765) 747- 7812

DUBOIS
Dubois Co. Circuit Court Clerk
One Courthouse Square, Room 104
Jasper, IN 47546-3058
[812] 481-7035

FIKHART ELKHART Elkhart Co. Circuit Court Clerk County Office Bldg. Rm. L4 117 North 2rd Street Goshen, IN 46526 - 3243 (574) 535-6774

FAYETTE Fayette Co. Circuit Court Clerk 401 Central Ave Connersville, IN 47331 (765) 825-1813

FLOYD Floyd Co. Circuit Court Clerk 311 Hauss Square, Rm. 233 New Albany, IN 47150-3584 (812) 948-5419

FOUNTAIN Fountain Co. Circuit Court Clerk P.O. Box 183 Covington, IN 47932 (765) 793-2192

FRANKLIN Franklin Co. Circuit Court Clerk 459 Main Street Brookville, IN 47012 - 1486 (765) 647-5111

FULTON Fulton Co. Circuit Court Clerk 815 Main Street Rochester, IN 46975 - 0524 (574) 223-7713

Gibson Co. Circuit Court Clerk P.O. Box 630 Princeton, IN 47670 - 0630 (812) 385-2541

GRANT GRANT Grant Co. Board of Voter Registration Courthouse, Suite B-9 101 E. 4th Street Marion, IN 46952 - 4055 (765) 664-9880

GREENE Greene Co. Circuit Court Clerk P.O. Box 229 Bloomfield, IN 47424 - 0229 (812) 384-2015

Hamilton Co. Board of Voter Registration 1 Hamilton County Square suite 13 Noblesville, IN 46060 - 2230 (317) 776-9632

HANCOCK Hancock Co. Board of Voter Registration 9 East Main Street Room 202 Greenfield, IN 46140 - 2320 (317) 462-1171

HARRISON HARRISON Harrison Co. Circuit Court Clerk Courthouse, Room 203 300 North Capitol Avenue Corydon, IN 47112 - 1155 (812) 738-8790

HENDRICKS Hendricks Co. Circuit Court Clerk 355 S Washington, Suite 218 Danville, IN 46122 - 1795 (317) 745-9313

Henry Co. Board of Voter Registration P.O. Box B New Castle, IN 47362 - 1044 (765) 529-9310

Howard Co. Board of Voter Registration 104 North Buckeye Street, Room 104B Kokomo, IN 46901 - 4667 (765) 456-2219

HUNTINGTON Huntington Co. Circuit Court Clerk P.O. Box 228 201 North Jefferson Street Huntington, IN 46750 (260) 358-4820

JACKSON Jackson Co. Circuit Court Clerk 111 South Main Street P.O. Box 122 Brownstown, IN 47220 -0122 (812) 358-6120

Jasper Co. Circuit Court Clerk 115 West Washington Rensselaer, IN 47978

JAY Jay Co. Circuit Court Clerk 120 North Court Portland, IN 47371 – 2195 (260) 726-6917

JEFFERSON JEFFERSON
Jefferson Co. Circuit Court Clerk
Courthouse, Room 203
300 East Main Street
Madison, IN 47250 - 3594
(812) 265-8926

JENNINGS Jennings Co. Circuit Court Clerk P.O. Box 385 Vernon, IN 47282 - 0386 (812) 352-3080

JOHNSON JUANSON Donson Co. Board of Voter Registration P.O. Box 451 Franklin, IN 46131 - 0451 (317) 346-4466

Knox Co. Circuit Court Clerk 111 North 7th Street, Ste 27 Vincennes, IN 47591 - 2022 (812) 895-4928

KNOX

KOSCIUSKO Kosciusko Co. Circuit Court Clerk 121 North Lake Street Warsaw, IN 46580 - 2788 (574) 372-2332

LAGRANGE LaGrange Co. Circuit Court Clerk 105 North Detroit Street LaGrange, IN 46761 - 1801 (260) 449-6392

LAKE Lake Co. Board of Elections and Registration 2293 North Main Street, Suite 16 Crown Point, IN 46307 (219) 755-3795

LAPORTE LaPorte Co. Board of Voter Registration 813 Lincolnway, Sulte 103 LaPorte, IN 46350 - 3401 (219) 326-8808 ext. 250

LAWRENCE -Lawrence Co. Circuit Court Clerk 916 15th St. Room 31 Bedford, IN 47421 - 3800 (812) 277-2036

Madison Co. Board of Voter Registration 16 East 9" Street, Suite 208 Anderson, IN 46015 - 1588 (765) 641-9657

MARION MARION Co. Board of Voter Registration 200 East Washington, W131 Indianapolis, iN 46204 - 3355 (317) 327-5040

MARSHALL MARSHALL Marshall Co. Circuit Court Clerk 211 West Madison Street Plymouth, IN 46563 - 1762 (574) 935-8713

MARTIN Martin Co. Circuit Court Clerk 111 Main St. P.O. Box 120 Shoals, IN 47581 (812) 247-3651

MIAME Miami Co. Circuit Court Clerk P.O. Box 184 Peru, IN 46970 - 0184 (766) 472-2671

Monroe Co. Board of Voter Registration 214 W 7th Street, Ste 140 Bloomington, IN 47401 (812) 349-2690

MONTGOMERY MUNTGOMERY Montgomery Co. Circuit Court Clerk 100 East Main Street, Room 203 P.O. Box 788 Crawfordsville, IN 47933 - 0768 (765) 364-6437

MORGAN Morgan Co. Circuit Court Clerk 180 S. Main Street, Ste 1 Martinsville, IN 46151 - 1556 (765) 342-1029

NEWTON Newton Co. Circuit Court Clerk P.O. Box 49 Kentland, IN: 47951 - 0049 (219) 474-6081 NOBLE Noble Co. Circuit Court Clerk 101 North Orange Street Albion, IN 46701 – 1092 (260) 636-2736

Ohio Co. Circuit Court Clerk P.O. Box 185 Rising Sun, IN 47040 - 0185 (812) 438-2610

ORANGE ORANGE
Orange Co. Circuit Court Clerk
1 Court Street
Orange County Courthouse
Paoli, IN 47454 - 9632
(812) 723-2649

OWEN
Owen Co. Circuit Court Clerk
P.O. Box 146
Spencer, IN 47460 - 0146
(812) 829-5028

PARKE
Parke Co. Circuit Court Clerk
116 West High Street
Room 204
Rockville, IN 47872 - 1781
(765) 569-5132

PERRY Penry Co. Circuit Court Clerk 2219 Payne Street Tell City, IN 47586 - 2832 (812) 547-3741

PIKE
Pike Co. Circuit Court Clerk
801 Main St. 2rd Floor
Petersburg, IN 47567 - 1298
(812) 354-6025

PORTER PORTER
Porter Co. Board of Voter Registration
Administration Center
Suite 105
155 Indiana Avenue
Valparaiso, IN 46383 - 5555
(219) 466-3484

POSEY Posey Co. Circuit Court Clerk P.O. Box 506 Mt. Vernon, IN 47620 - 0606 (812) 838-1339

PULASKI PULASKI Pulaski Co. Circuit Court Clerk 112 East Main Room 230 Winamac, IN 46966 - 1394 (574) 946-3313

PUTNAM Putnam Co. Circuit Court Clerk P.O. Box 546 Greencastle, IN 46135 - 0546 (765) 655-1538

RANDOLPH Randolph Co. Circuit Court Clerk P.O. Box 230 Winchester, IN 47394 - 0230 (765) 584-4717

RIPI FY RIPLEY
Ripley Co. Circuit Court Clerk
P.O. Box 177
115 N. Main Street
Versailles, iN 47042
(812) 689-4783

Rush Co. Circuit Court Clerk 101 East 2rd Street. Rm 209 Rushville, IN 46173 - 0429 (765) 932-2086

ST, JOSEPH St. Joseph Co. Board of Voter Registration City-County Building, 4th Floor 227 West Jefferson Boulevard South Bend, IN 46501 - 1871 (574) 235-9521

Scott Co. Circuit Court Clerk 1 East McClain Avenue Scottsburg, IN 47170 - 1885 (812) 752-8421

SHELBY
Shelby Co. Circuit Court Clerk
P.O. Box 198
Shelbyville, IN 46176 - 0198
(317) 392-6324

SPENCER SPENCER
Spencer Co. Circuit Court Clerk
P.O. Box 12
200 Main Street
Rockport, IN 47635 - 0012
(812) 649-6017 STARKE
Starke Co. Circuit Court Clerk
Courthouse, Room E
53 East Washington Street
Knox, IN 46534 - 1197
(574) 772-9160

STEUBEN Steuben Co. Circuit Court Clerk 55 South Public Square Angola, IN 46703 – 1945 (260) 668-1000 ext. 2220

SULLIVAN SULLIVAN
Sullivan Co. Circuit Court Clerk
Courthouse, Room 370
100 Courthouse Square
Sullivan, IN 47882 - 0370
(812) 268-4657

SWITZERLAND Switzerland Co. Circuit Court Clerk Courthouse 212 West Main Vevay, IN 47043 - 1180 (812) 427-4415

TIPPECANOE
Tippecanoe Co. Board of Elections and Registration 20 N. 3rd Street Lafayette, IN 47901 (765) 423-9316

TIPTON Tipton Co. Circuit Court Clerk 101 East Jefferson Tipton, IN 46072 - 1901 (765) 675-2795

UNION Union Co. Circuit Court Clerk 26 West Union Street Liberty, IN 47353 - 1396 (765) 458-6121

VANDERBURGH Vanderburgh Co. Voter Registration Civic Center Complex, Room 106 1 NW Martin Luther King Jr. Boulevard Evansvitte, IN 47708 - 1828 (812) 435-5222

VERMILLION Vermillion Co. Circuit Court Clerk P.O. Box 10 Newport, IN 47966 - 0008 (765) 492-5350

VIGO Vigo Co. Board of Voter Registration Courthouse, Room 3 33 South 3rd Street Terre Haute, IN 47808 - 3472 (812) 462-3393

WABASH Wabash Co. Circuit Court Clerk 69 West Hill Street Wabash, IN 46992 - 3151 (260) 563-0661 ext. 238

WARREN Warren Co. Circuit Court Clerk 125 North Monroe Street Suite 4* Suite 11 Williamsport, IN 47993 - 1198 (765) 762-2834

WARRICK Warrick Co. Circuit Court Clerk 1 County Square Suite 220 Boonville, IN 47601 - 1594 (812) 897-6161

WASHINGTON Washington Co. Circuit Court Clerk 99 Public Square North Salem, IN 47167 - 2098 (812) 883-6748

WAYNE Wayne Co. Circuit Court Clerk 301 E. Main Street Richmond, IN 47374 (765) 973-9304

WELLS
Wells Co. Circuit Court Clerk
102 West Market Street
Suite 201
Bluffton, IN 46714 - 2091
(260) 824-6480

WHITE White Co. Circuit Court Clerk P.O. Box 350 Monticello, IN 47960 - 0350 (574) 683-1531

WHITLEY Whitley Co. Circuit Court Clerk 101 West Van Buren Street Columbia City, IN 46725 - 2087 (260) 248-3164